

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE	
1. POSITION TITLE Laboratory Supervisor I	AGENCY Department of Public Health		
2. APPROPRIATION CODE	POSITION NUMBER	SALARY	DATE
<p>3. GENERAL STATEMENT OF DUTIES: Responsible for the work of the Forensic Drug Laboratory's Gas Chromatography/Mass Spectrometry section. Determines GC/MS laboratory policy and oversees day to day operations, including laboratory setup, instrument installations, verification, maintenance, troubleshooting, repairs, method development, data preservation/retention, quality control, staff training/technical supervision, and purchasing supplies and equipment. Offer technical guidance as a supervising chemist in the General Laboratory. Develop methods for laboratory protocols and procedures. Provide advice regarding drug analysis and testing procedures that improve accuracy and efficiency. Perform related work as required.</p>			
<p>4. SUPERVISION RECEIVED: Charles Salemi, Laboratory Supervisor II</p>			
<p>5A. DIRECT REPORTING STAFF 5B. THEIR STAFF 3 Chemist II, 1 Chemist III in the GC/MS Laboratory, 2 Chemist II in the General Laboratory</p>			
<p>6. DETAILED STATEMENT OF DUTIES: Establish and oversee Standard Operating Procedures for the GC/MS Laboratory. Train and evaluate staff to ensure that GC/MS analytical work is performed according to written and verbal instructions. Establish training criteria and document the proficiency of new GC/MS analysts. Coordinate staff work schedules, manages sample flow and conduct meetings to communicate operational matters and needs. Develop, implement and validate new GC/MS testing methods and procedures as needed. Modify and update GC/MS software and macros. Understand legal implications of Massachusetts' General laws and the scheduling of drugs as they apply to analytical testing. Develop, oversee, and make improvements to the GC/MS laboratory's quality assurance/quality control (QA/QC) program. Serve as the Technical Supervisor of the Drug Analysis Laboratory. Responsible for planning and implementing Quality Improvement (QI) projects. Work with the Laboratory Supervisor to ensure that the Drug Laboratory's analytical section follows established QA/QC guidelines. Responsible for the proper operation and repair of all Gas Chromatographs and GC/MS instruments. Determine when new instrumentation is required. Determine when to purchase Drug Laboratory consumable supplies, reagents, repair parts and analytical standards for testing. Assist the purchasing department with RFR contracts, inquiries and communicates procurement needs/problems to the Laboratory Supervisor/Director. Coordinate with vendors regarding instrument purchase, setup and repair. Meet with manufacturer representatives to discuss instrument pricing, availability, specifications and/or operational procedures. Evaluate and determine the need for new technologies as they may apply to improving drug analysis quality and efficiency. Testify as an expert witness in courts of law. Conduct employee evaluations as required in a manner which develops and maintains two-way communication and establishes specific/measurable goals.</p>			
<p>7. QUALIFICATIONS REQUIRED AT HIRE: Ability to analyze and determine the applicability of laboratory data, to draw conclusions and to make appropriate recommendations. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to communicate effectively in written and oral expression. Ability to give written and oral instructions in a precise, understandable manner. Ability to maintain accurate records. Knowledge of the practices, techniques, standard test procedures and safety principles followed in a laboratory.</p>			
<p>8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities. The operation of several specific analytical instruments (I.R., U.V., G.C.). Ability to testify as an expert witness in courts of law.</p>			
<p>9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time or equivalent part-time, professional or technical experience in the field of chemistry of which (B) at least one year must have been in a supervisory capacity or (C) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A Graduate degree with a major in chemistry or biochemistry may be substituted for a maximum of one year of the required (A) experience. *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: No substitutions will be permitted for the required (B) experience.</p>			
<p>10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:</p>			
<p>11. REMARKS:</p>			

Signature of Appointing Authority

Title

Agency

Prepared By

Initials of
Incumbent

Date

Initials of
Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.